



**Quality Assurance Questionnaire ~ 2008**  
**Test Coordinator Form**

|                       |                       |
|-----------------------|-----------------------|
| SCHOOL DISTRICT NAME: | COUNTY-DISTRICT CODE: |
| Region:               | Regional Facilitator: |

|                             |   |
|-----------------------------|---|
| <b>Date of Visit:</b> _____ | <b>County/District/Building Code:</b> _____ |
| <b>District Name:</b> _____ | <b>Building Name:</b> _____                 |
| <b>Name:</b> _____          | <b>Title:</b> _____                         |

## I. Test Security

1. Explain your district and/or building test security measures for MAP test materials from arrival to return.

Include:

- When test books were delivered to teachers
- Where test books are stored (prior to testing, during testing, post testing)
- Name of person and position responsible for test security in district and/or building

2. What test security measures are taken for materials of special needs students and English Language Learners?

Who oversees the proper use of accommodations for these students?

3. What test security measures are taken for transcription materials?

## II. Test Administration

1. Explain the examiner's manual training held in your district and/or building.
2. Explain your make-up test procedures.
3. Explain your district's protocol for delivery, administration, and pick-up of off-site MAP assessments.

## III. Other Comments



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION NAME – SECTION NAME  
**Quality Assurance Observation Sheet ~ 2008**  
Examiner Form

|                       |                       |
|-----------------------|-----------------------|
| SCHOOL DISTRICT NAME: | COUNTY-DISTRICT CODE: |
| Region:               | Regional Facilitator: |

|                             |   |
|-----------------------------|---|
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| <b>Name:</b> _____          | <b>Title:</b> _____                         |
|                             | <b>Content and Session:</b> _____           |

### I. Test Security

1. Were the tests kept in a secure area prior to testing, during testing, and post testing?  
☐ Yes ☐ No  
Comments:

### II. Test Administration

1. Did the teacher follow scripts and directions?
2. Did the proctor(s) paraphrase or read the test questions?
3. Were any test aids on the test walls?
4. Note any accommodations observed in the assessment of students with special needs and English Language Learners.
5. List the number of proctors in the room (ratio of proctors to students).
6. What kinds of problems, if any, were observed?

### III. Other Comments

### Examiner Interview:

1. Explain your districts and/or building test security process.
2. Explain your districts and/or building examiner's manual training.
3. Do you have any concerns in the handling or administration of the test? Explain.
4. Suggestions: